

Minutes State Safety & Return to Work Group Meeting



Meeting Date: August
26th, 2021

Time 2:00 pm

Room : TEAMS

Meeting Attendees


Amy Jenks	Amber Emmart	Jake Sandau
Lance Zanto	Lesley Farry	Kristy Schaan
Jennifer Alger	Kirby Fugle	Suzanne Snow
Tom Antonick	Todd Jackson	Stormy Tuffield
Chris Bacon	Dawn Lambert	
Bob Ballensky	Errolyn Lantz	
Ted Bidon	Staci Litschauer	
Tawni Jo Carmody	Tammy Lynn	
Mark Carpenter	Skyler MacDonald	
Matt Chambers	Keri Maes	
Terri Christianson	Damien Maricich	
Kelly DaSilva	Traci Merzlake	
Lindra Davies	Mandy Rambo	

Meeting Notes

Lance Zanto - Safety/RTW funding report/monthly safety tips/OSHA 10-hour training/ DOLI compliance update/other states coverage issues.

- As employees return to the office, conduct a Safety self-inspection – preferably before and after employees return to work.
 - Check for office set up, ergonomic correctness, electrical safety, heaters, kitchen equipment compliance with GSD directives, slip/trip/fall hazards and offer assistance to employees as they move equipment back into the office.
- OSHA 10-Hour Training – Contact Lance Zanto if you and/or your employees are interested in this training course. Certificate upon completion of the 10-hour training.
- WCMB is providing a monthly safety tip. If you have a topic that you would like to have covered in the monthly tip, please provide that topic to Lance. Lance also asked if you would like to see a report of claims filed across all state agencies to help identify the types of injuries occurring statewide.
- DOLI Compliance Update – Documentation of safety committee meetings, on site task specific training, equipment maintenance and inspection records are required. OSHA inspectors are finding violations related to use of electrical cords, junction boxes, house keeping failures, blocked fuse panels, inappropriate storage of compressed gas cylinders and propane tanks, and inappropriate use of ladders to reach second level storage areas. Lance offered suggestions for identifying and resolving these issues.
- 5% state agency safety and return to work funds – Deadline to report how much your agency received and spent and what the funds were used for is **8/31/21**. We are tracking receipt of these reports and must receive a report from each agency to ensure continued receipt of these funds.
- Quarterly claim review meetings will be scheduled in Sept/Oct. Lance will be sending out meeting invites. If you would like to schedule a meeting contact Lance.
- Monthly loss run reporting will be coming soon for each agency. This report will include a roll up of each month's losses and associated dollars spent for your agency. Lance reports the state government loss information to the administration for review.

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- Agencies with employees working **outside of Montana** need to contact WCMB immediately to secure workers' compensation insurance coverage for those employees. Even if employment is temporary. WCMB also needs to be notified when employees working from another state terminate or move to Montana to ensure other states coverage is cancelled for each employee.

Sophie Magnuson – State Fund

- Engagement & Effective Safety Committee Presentation.
- Sophie will provide a copy of her PowerPoint presentation and additional helpful information for your use in management of your safety committee. WCMB and MSF are supporting each of you in your committee meetings and want to provide value to you and your committee moving forward. Please reach out for assistance.

Lance Zanto

- November 18th** meeting will be in person. As the meeting draws closer an agenda will be provided. If you have something that you would like covered in the meeting, please provide Lance with your topic for inclusion in that meeting.
- WC Bureau Website has been updated to <https://workerscomp.mt.gov/>

Follow Up Items

- Teams group set up for information sharing.
- Share state government claims filed report.
- Share DOT compliance inspection findings following OSHA monthly meeting.
- Provide opportunity during future meetings for agencies to share what they have done to improve employee safety in their agency.